



Bexar – Bulverde Volunteer Fire Department



Seeks 3 Fire Shift Captains

Bexar- Bulverde Volunteer Fire Department is currently accepting applications for the positions of compensated Shift Captains. Applications must be **received no later than Monday, April 16th @ 5:00pm.**

Mail completed applications to:

**Bexar-Bulverde VFD
Attn: Hiring
23103 Bulverde Rd
San Antonio, TX 78259**

Or Hand Deliver to:

**Bexar - Bulverde VFD Station 2
23103 Bulverde RD
San Antonio, TX 78259**

**You may obtain an application by emailing Depchief@bexarbulverdevfd.org
or stopping by Station 2 between 8am and 5pm, Monday - Friday**

Minimum Eligibility Requirements:

Must have the minimum certifications at the close of the application period.

- Certified by the Texas Commission on Fire Protection as an Intermediate Firefighter or higher.
- Certified by the Texas Department of State Health Services EMT-B or higher.
- Certified by the Texas Commission on Fire Protection as Fire Officer 1.
- Certified by the Texas Commission on Fire Protection as Fire Instructor 1.
- Certified by the Texas Commission on Fire Protection as Driver/Operator.
- NIMS 100,200,700,800.
- Minimum of a Class "B" driver's license.
- No felony convictions, DWI, drug related offenses, family violence, or crimes of moral turpitude. All misdemeanors will be reviewed.
- Applicant must have 5 or more years (verifiable) working experience (at time of this posting) as a Driver Operator or Higher Rank with a Texas Commission on a Fire Protection regulated department.
- Proven leadership skills as evidenced by career advancement with current or former fire department.
- Associate Degree (2 Year) from an accredited college or university.
- Combination of Experience and Certifications may be considered in lieu of degree.

Preferred Requirements:

Preference may be considered for those with higher certifications.

- Certified by the Texas Commission on Fire Protection as Advanced Firefighter or Higher.
- Certified by the Texas Commission on Fire Protection as Fire Officer 2 or Higher.
- Certified by the Texas Commission on Fire Protection as Fire Instructor 2 or Higher.
- Certified by the Texas Commission on Fire Protection as Hazmat Technician.

- Certified by the Texas Commission on Fire Protection as Basic Wildland FF or Higher.
- Certified by the Texas Department of State Health Services Advanced EMT or Paramedic.
- 2 more years as a Lieutenant or Higher Rank with a TCFP Regulated fire department.
- NIMS 300 & 400.
- Bachelor's Degree (4 year) or higher from an accredited college or university.

Salary and Benefits:

- Starting Salary is **\$65,000.** **Will work a 48/96 schedule**
- Up to **\$3,200 in incentive pay per year** available
- Health Insurance provided under the Department's health plan coverage.
- 50% Family Health coverage by Department, 50% Employee Expense.
- Dental Insurance at Employee Expense.
- Life Insurance at Employee Expense.
- Paid Time Off.
- 401k; Employer Match program up to 7%.

HIRING PROCESS:

Request, complete and submit application with resume and copies of:

- **Driver's License.**
- **Social Security Card.**
- **DD214 (if applicable).**
- **Texas Commission on Fire Protection Certifications.**
- **Texas Department of State Health Services Certification.**
- **NIMS certifications.**

APPLICATIONS SUBMITTED WITHOUT THESE DOCUMENTS WILL NOT BE ACCEPTED

- Candidates will be formally invited by phone, mail and/or email to participate in a Physical Agility Test and Written Examination process within 2 weeks of the Application Closing Date.
- Physical Agility Test and Ergometrics Promotional exam will take place on **April 30th at 9:00AM.** You must pass the Physical Agility Test to be eligible to take the written exam.
- All testing phases will be conducted at 23103 Bulverde Rd., San Antonio, TX 78259, unless otherwise stated.
- **ALL APPLICANTS MUST PRESENT A VALID STATE ID FOR ENTRY INTO THE EXAM.** Any applicants arriving after 9:00 am will not be admitted into the test.
- Applicants who successfully complete written exam portion with a 70% or higher score will be invited formally by phone, mail and/or email to proceed with the remainder of the process to include, Background Check, Assessment Center that may include Tactical Assessment, Written Assignments, Oral Presentation, In-Basket, Leadership Scenarios, Role Play, Group Exercise and Formal Interview Board.
- After formal board interviews are completed, remaining candidates still under consideration will be ranked and conditional offers of employment will be made.
- Conditional employees will then be required to undergo a medical exam, to include vision, hearing and drug screening by a physician selected by the Bexar-Bulverde VFD. Once cleared by the selected physician, offers of employment in a Probationary status will be made.

Summary of Duties

Under the direction of a Fire Battalion Chief, Deputy Chief or any ranking officer, is accountable for fire station and/or fire department facilities, maintenance of firefighting and/or staff equipment and supervision of personnel.

The fire captain is responsible for the command of a shift including the apparatus, equipment and personnel involved in the combating, extinguishing and preventing of fire and the saving of lives and property. The fire captain is responsible for the discipline of the fire fighters and the proper maintenance of apparatus and equipment in accordance with standing orders and other regulations. At an emergency, unless working under a superior officer, the fire captain is responsible for incident command and abatement of the emergency, including entering a burning building with the fire fighters. While subject to the requirements of written orders and regulations and the verbal directions of a superior, the fire captain exercises great independence of judgment and action while in command at fires and rescues. The work is evaluated in terms of the example set for the fire fighters, their respect for the fire captain, level of morale and discipline in the platoon and effectiveness of the fire captain's leadership in firefighting.

Essential Duties and Responsibilities

The Fire Captain shall:

- *Oversee the cleaning of quarters, equipment and apparatus.
- *Conduct roll call, organize watches, and inspect personnel.
- *Directs, assigns and manages personnel and physical resources under their supervision.
- *Responds to complaints from the public/citizens or other county employees.
- *Read communications received and transmit orders and information to fire fighters, whether written or oral.
- *Reads, interprets, implements and enforces State and County Fire Department policies, procedures, codes and regulations.
- *Respond to alarms and direct the route to be taken to the fire.
- *Make decisions as to the best methods of extinguishing the fire and the saving of lives unless relieved of command by a superior officer.
- *Direct the laying of hose lines, direction of water streams, required pressure of streams, the placing of ladders, ventilation of building, rescuing of persons, administering of first aid and placing of salvage covers.
- *Direct the overhauling and cleaning up of a premises after the fire has been extinguished.
- *Direct the return of all apparatus and equipment to their proper places in the fire stations.
- *Command the inspection of residential, commercial and industrial property relative to fire prevention when required.

- *Perform related work as required.
- *Operates a computer utilizing various software packages and email.
- *Adheres to assigned work schedules as outlined in the Department attendance policies and procedures; ensures all behaviors comply with the Department's Personnel Rules and regulations.
- *Supervises the maintenance of station, station grounds and fire department facilities. *Trains and drills station personnel in all phases of firefighting, rescue and Emergency Medical Technologies.
- *Prepares accurate records concerning station personnel, incidents, activities and equipment.
- *Conducts inspection, investigation, and safety education programs.
- *Makes fire safety assessments of commercial and industrial buildings in assigned Battalion.
- *May perform other duties in accordance with, and in support of, the Fire Department's mission statement as directed by a superior officer.
- *When assigned to a single company station, manages the station lieutenants in matters pertaining to station responsibility, equipment readiness and person accountability. Works through his/her Battalion Chief/Deputy Chief to coordinate activities and/or possible conflicts through the off duty Battalion Chiefs.
- *Meet minimum physical fitness requirements to work in fire suppression.
- *Plans, coordinates, and manages the operation of their assigned staff position in various Fire Department divisions and/or units.
- *Performs the duties of their assigned staff position in accordance with, and in support of, the Fire Department's Mission Statement.
- *Manages the administrative and operational functions of assigned section and integrates the department's goals in to day-to-day operations of assigned personnel and equipment.
- *Meets with and makes appearances before various public and private groups.
- *Assists the Training Division with the administration of training sessions relevant to their assigned staff position.

Other Job Functions:

- *May operate a motor vehicle.
- *Inspects and tests fire department equipment and apparatus as necessary.
- *Performs other related duties as assigned.
- *Evaluates assigned personnel under direct supervision.

Required Knowledge, Abilities and Skills

Knowledge of:

- *Knowledge of principles and practices of fire prevention.
- *Fire Dispatch.
- *Fire Safety Education.
- *Hazardous materials response.
- *Emergency scene mitigation.
- *Incident Command and fire suppression.
- *Uses and maintenance of firefighting equipment and apparatus.
- *Departmental rules and regulations.
- *Geography of the emergency service district.
- *Fire hazards and firefighting resources.
- *First aid and resuscitation methods and practices.
- *Supervisory practices and procedures.
- *Knowledge of County Codes and State Statutes.
- *Mechanical aptitude.
- *Agility and strength to do prolonged and arduous work under adverse conditions.
- *Ability to react quickly and remain calm under duress and strain.
- *Ability to lead fire fighters effectively, maintain discipline, promote harmony, exercise sound judgement, and to cooperate with other officials.
- *Ability to prepare clear and concise reports.
- *Ability to read building plans.
- *A working knowledge of the operation, size and location of water mains as applied to the firefighting activities of the fire department.
- *Knowledge of hydraulics as applied to firefighting, building construction and related codes, elect power codes and location of hazardous occupancies in the municipalities.

Skills in:

- *Reads and interprets blueprints and maps.
- *Firefighting techniques.
- *Application of first and resuscitation techniques.

Ability to:

- *Understands the operation of fire department radios.
- *Operates office equipment (fax, printers and computer).
- *Operates all types of firefighting equipment and instruct other in such operations.
- *Plans, supervises and coordinate the work of others.
- *Prepares clear and accurate reports.
- *Establishes and maintain effective working/living relationships with the public and other employees.
- *Conducts/instructs Fire Training classes and pre-fire plans.